

**BY ORDER OF THE COMMANDER
GRAND FORKS AIR FORCE BASE**

**GRAND FORKS AIR FORCE BASE
INSTRUCTION 33-101**



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Communications and Information

PUBLIC ADDRESS (PA) SUPPORT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements policies and procedures relating to PA Support from the 319th Communications Squadron Radio Frequency Transmission Systems Element (319 CS/SCOT) on Grand Forks Air Force Base. This instruction applies to all units assigned to the 319th Air Base Wing (319 ABW) and tenant units.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: updated contact information, updated access to the PA Request form, and changes in unit designators.

1. General.

- 1.1. Government communications resources are for official use only.
- 1.2. The 319 CS/SCOT work center is the 319 ABW focal point for all Public Address (PA) Support. The work center is located in Building 314 and can be contacted at Commercial: 701-747-3382 / DSN: 362-3382. Duty hours are Monday – Friday from 0730 to 1630.
- 1.3. There are two types of PA support.
 - 1.3.1. Full-service: 319 CS/SCOT will set up and run the PA equipment for the event.
 - 1.3.2. Self-help: 319 CS/SCOT will sign out and provide training on PA equipment to the user. The user operates the PA equipment for the event and assumes responsibility for the signed out equipment.
- 1.4. The primary mission of 319 CS/SCOT is to provide communications-electronics maintenance to wing command and control communications systems. These systems carry a high priority and have a critical impact on flight safety. All outages affecting command and control missions have priority over PA Support. 319 CS/SCOT will work with the customers as much as possible, i.e., loan equipment out for an event, should support be unavailable.

2. Authorized/Unauthorized PA Events for Support and Usage.

- 2.1. Authorized events include all military ceremonies, events, activities, etc. Unauthorized PA events are those events that are purely social in nature and not directly related to missions. Unauthorized events will not receive PA support from 319 CS/SCOT.

NOTE: If the 319 ABW CC, 319 ABW CV, and/or 319 ABW Command Chief are scheduled speakers the 319 CS/SCOT work center will support the event.

- 2.2. Examples of unauthorized events include but are not limited to:
 - 2.2.1. Private Organizations events.
 - 2.2.2. Events other than those officially sanctioned by the Air Force as being military in nature or serving a military need.
 - 2.2.3. Fundraisers or other money-generating functions.
 - 2.2.4. Social events.
 - 2.2.5. 319 FSS-sponsored.

3. Responsibilities.

- 3.1. The 319 CS/CC will be the final approval authority in determining the level of support for all PA support requests.
- 3.2. 319 CS/SCOT will:
 - 3.2.1. Approve PA support of authorized functions.
 - 3.2.2. Determine if the PA support will be full service or self-help based on the current mission requirements, manning, and equipment availability, in accordance with paragraphs 4 and 5.

3.2.3. Notify the requester in writing as soon as possible if the event is scheduled for full-service support, self-help support, or if support is unauthorized. If it is a short-notice request, 319 CS/SCOT will notify the requestor within 24 hours whether support will be available.

3.2.4. Set up and operate PA equipment for full-service support.

3.2.5. Establish equipment checkout time with Point of Contact (POC) for self-help support.

3.2.6. Provide military ceremonial music for official events.

3.2.7. Schedule and conduct training for POCs. Training will include setting up equipment, adjusting sound levels, playing music, and requesting support.

3.2.8. Maintain data on PA workload history and expenditures.

3.2.9. Maintain PA equipment.

3.3. Organizations requiring PA support will:

3.3.1. Submit PA requests at least 10 duty days prior to the event.

3.3.1.1. PA requests submitted less than 10 duty days prior to event are considered short-notice and will be supported on a case-by-case basis.

3.3.1.2. Blanket requests for recurring events will not be accepted.

3.3.1.3. Submit requests by filling out the Public Address Form on the 319 ABW Portal page.

3.3.1.4. All requests must contain:

3.3.1.4.1. A description of the event.

3.3.1.4.2. The date, time, and location of the event.

3.3.1.4.3. Whether or not the 319 ABW/CC, senior leadership, or other VIPs will be in attendance.

3.3.1.4.4. A POC and phone number.

3.3.1.4.5. The number of microphones and podiums required.

3.3.1.4.6. A description of any specialized requirements.

3.3.1.4.6.1. Special requirements include connecting audio from a customer provided laptop computer, DVD player, or MP3 player to the PA system.

3.3.1.4.6.2. 319 CS/SCOT **DOES NOT** provide projectors, screens or laptop computers. Contact 319 CS/SCOS at DSN 362-2666 if visual/computer support is required.

3.3.2. Provide the following when requesting full-service support.

3.3.2.1. A script with the written sequence of events and the music cues.

3.3.2.2. Access to the venue prior to the event practice time to accommodate equipment setup. Amount of time will vary based on event location and requirements.

3.3.2.3. Electrical power within 100 feet of the venue. If this is not possible, 319 CS/SCOT has a generator to provide power, this may cause noise interference during the event.

3.3.2.4. If music other than military ceremonial music is desired it must be reviewed and approved by the 319 MSG/CC. The music will be provided in digital or CD format at least one day prior to the event's start date.

3.3.2.5. An operator to cue music and appropriate security for the equipment if 319 CS/SCOT personnel must leave for a priority mission outage as determined by the 319 CS/CC or designated representative.

3.3.3. Provide the following when requesting self-help support (as defined in paragraph 5.)

3.3.3.1. A POC to set-up and operate the equipment.

3.3.3.2. A POC to sign out equipment from 319 CS/SCOT during normal duty hours.

3.3.3.3. Appropriate security for the equipment.

4. Full-Service Support:

4.1. Official base functions will be supported based on mission, manning, and equipment availability. Self-help equipment may be issued if full-service support cannot be provided. Examples of official functions that will normally receive full-service support include but are not limited to:

4.1.1. Wing-level and above official briefings and seminars.

4.1.2. Wing commander's calls.

4.1.3. Change of Command ceremonies.

4.1.4. Major/TSgt and above retirement ceremonies.

4.1.5. SNCO/Chief Induction Ceremonies.

4.1.6. Professional Military Education graduation ceremonies.

4.1.7. Dining-In or Dining-Out.

4.1.8. Wing or group military awards ceremonies.

4.1.9. 319 ABW sponsored ceremonies and events of official military nature.

5. Self-Help Support.

5.1. For those events that do not fall into the full-service category but are still official in nature, 319 CS/SCOT will loan out self-help PA equipment. Examples of self-help events include but are not limited to:

5.1.1. Squadron and below commander's call.

5.1.2. Group or squadron briefings and seminars.

5.1.3. Squadron awards and recognition ceremonies.

5.2. Self-help PA equipment will be signed out to a POC on AF IMT 1297, *Temporary Issue Receipt*.

5.2.1. The POC will be expected to replace 319 CS/SCOT PA equipment if it is returned damaged due to negligence, abuse, or misuse.

5.2.2. Equipment will be returned the next duty day after the event. Please call ahead to schedule a return time.

RODNEY D. LEWIS, Colonel, USAF
Commander, 319th Air Base Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-223, *Private Organization (PO) Program*; 8 March 2007

AFMAN 33-363, *Management of Records*; 1 March 2008

Prescribed Forms

None.

Adopted Forms

AF IMT 847, *Recommendation for Change of Publication*

AF IMT 1297, *Temporary Issue Receipt*

Abbreviations and Acronyms

ABW—Air Base Wing

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AMC—Air Mobility Command

CS—Communications Squadron

DSN—Defense Switched Network

DVD—Digital Versatile Disc

FSS—Force Support Squadron

GFAFB—Grand Forks Air Force Base

GFABFI—Grand Forks Air Force Base Instruction

IAW—In Accordance With

IMT—Information Management Tool

MP3—Moving Picture Experts Group-2 Audio Layer III

MSG—Mission Support Group

NCO—Noncommissioned Officer

OPR—Office of Primary Responsibility

PA—Public Address

PO—Private Organization

POC—Point of Contact

RDS—Records Disposition Schedule

SNCO—Senior Noncommissioned Officer

VIP—Very Important Person